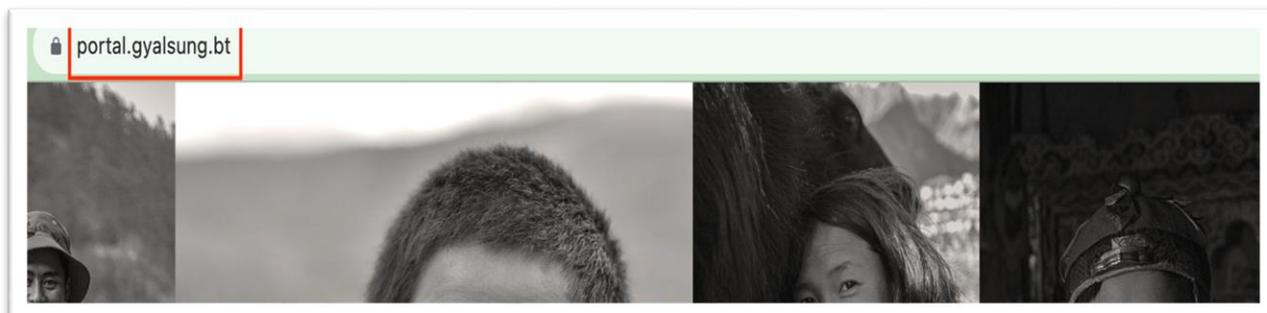


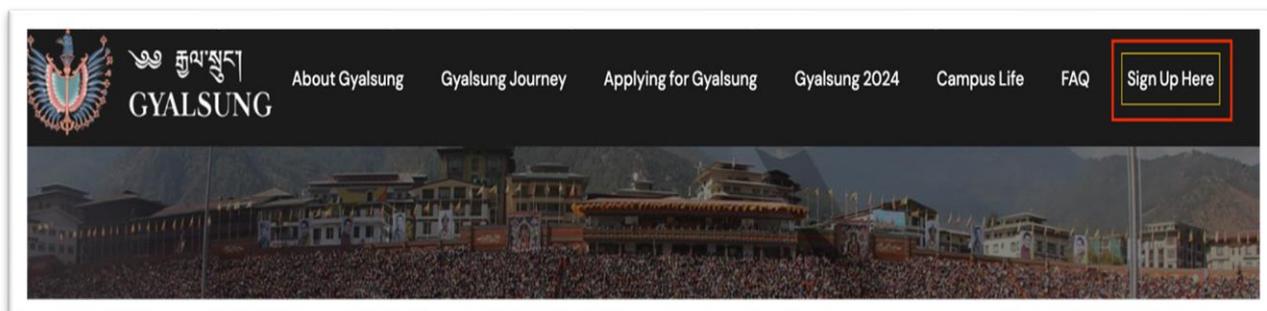
# Gyalsung Portal User Manual

## Sign Up

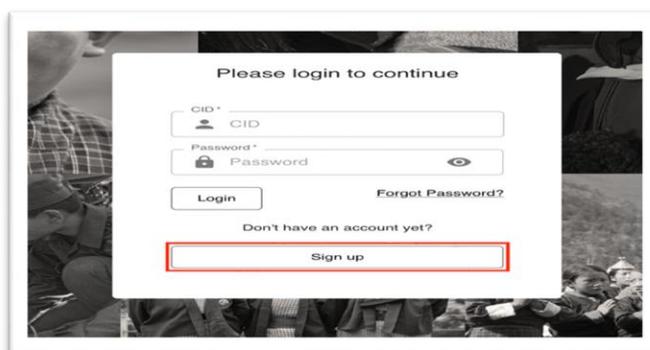
**Step 1:** To sign up for the Gyalsung Portal, open a browser on your mobile device or desktop, type the domain name **https://portal.gyalsung.bt**, and click enter.



Or click **"Sign Up Here"** Button from the website's navigation bar.



**Step 2:** You will see the Login Page. Click on the **"Sign up"** button to see the sign-up page.



**NOTE:** Read the instructions carefully and click the "Next" button.

1 Instructions      2 Personal details      3 Contact details      4 Verification

To sign up for the Gyalsung portal, you must attain a minimum age of 1 years and a maximum age of 100 years. Please proceed to Next if you fall under this age group and wish to sign up for National Service.

Please note that the following information is required to complete the sign-up:

- ✔ Correct CID number.
- ✔ Correct DOB.
- ✔ Your correct mobile number (OTP verification will be sent to your mobile number.)
- ✔ Your valid email address (A verification code will be sent to your email inbox. If you don't have one, please create one.)
- ✔ You will need to enter a password with a minimum length of 8 characters.

You will take approximately 3 to 5 minutes to complete signing up for the system. If you have already signed up, you may login to the system.

[Next →](#)

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Prior to proceeding by clicking the "Next" button, it is important that you possess either a mobile number or an email address. This is a mandatory prerequisite for the subsequent verification process utilizing a One-Time Password (OTP) on the contact details page. In the event that you opt for email verification, kindly ensure that you are logged into your email account and have it readily accessible.

**Step 3: Personal Details:** To access your personal information, it is important that you input your accurate CID number and DOB, followed by clicking on the "**Check my detail**" button. Should your CID and DOB correspond with the national census records, the system will proceed to exhibit your personal particulars. However, in the event that the information displayed is found to be inaccurate, we kindly request that you visit the DCRC (Department of Civil Registration & Census) office to rectify and update your details.

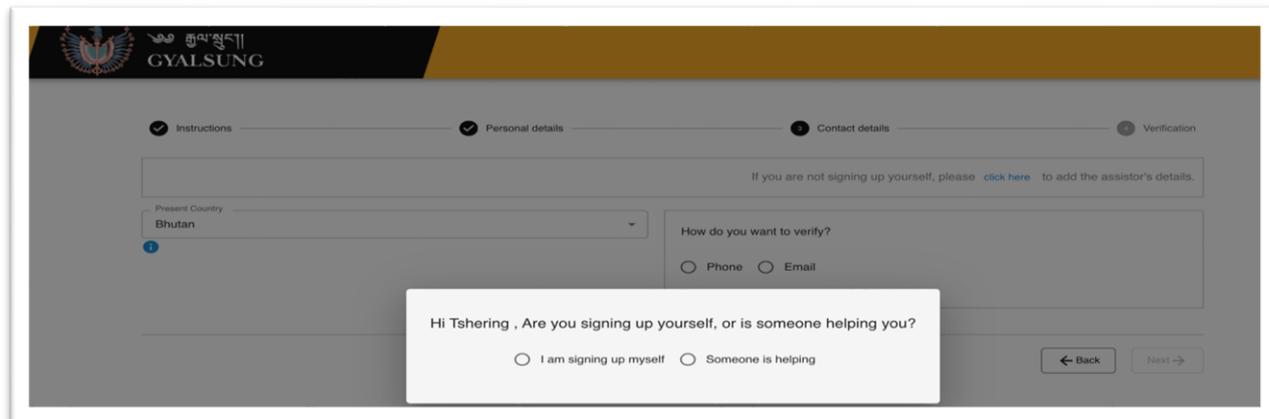
Should the information presented prove to be accurate, kindly proceed to the subsequent step by clicking the "**Next**" button.

The screenshot displays the 'Personal Details' step of the Gyalsung Portal. At the top, the Gyalsung logo and name are visible. Below is a progress indicator with four steps: 1. Instructions, 2. Personal details (current step), 3. Contact details, and 4. Verification. The 'Personal details' section contains two input fields: 'CID\*' and 'Date of Birth\*', both with redacted values. A blue 'Check my detail' button is positioned to the right of the 'Date of Birth' field. Below these fields is a note: 'These personnel and family information is provided by Department of Civil Registration and Census (DCRC), if the data displayed is incorrect, please update your personnel or family personnel details with DCRC.' The main content area is divided into three columns of information, all redacted with orange boxes. The first column includes Name, Gender, CID, and Date of Birth. The second column includes Father's name, Father's CID, Mother's name, and Mother's CID. The third column includes Village, Gewog, and Dzongkhag. At the bottom right, there are two buttons: 'Back' and 'Next', with the 'Next' button highlighted by a red border.

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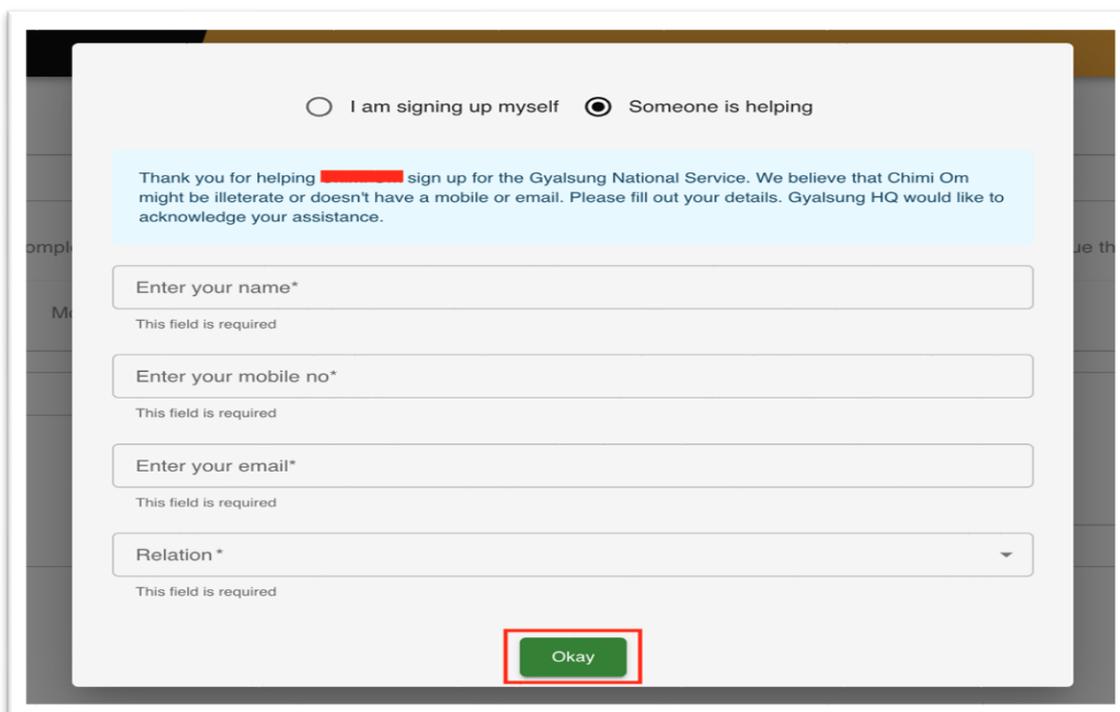
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**Step 4: Assister Detail:** Upon displaying your personal details, please proceed by clicking the "Next" button. Subsequently, a pop-up dialog will appear, inquiring whether you are registering yourself or if someone is aiding you in the registration process. For individuals who are illiterate and do not possess a mobile number or email, it is permissible for them to receive assistance from a third party to complete the system registration.



The screenshot shows the Gyalsung portal registration process. The user is currently on the "Personal details" step. A pop-up dialog is displayed, asking: "Hi Tshering , Are you signing up yourself, or is someone helping you?". There are two radio buttons: "I am signing up myself" and "Someone is helping". The "Someone is helping" option is selected. The background shows the registration form with fields for "Present Country" (Bhutan) and "How do you want to verify?" (Phone or Email). There are "Back" and "Next" buttons at the bottom right of the dialog.

If you select the "I am signing up myself" radio button, then "Okay" button will appear. If you select the "Someone is helping" radiobutton, then field to add the assister's details will appear. You will need to enter all the fields and click the "Okay" button.



The screenshot shows the "Someone is helping" dialog. At the top, there are two radio buttons: "I am signing up myself" and "Someone is helping", with the latter selected. Below this is a light blue message box: "Thank you for helping [redacted] sign up for the Gyalsung National Service. We believe that Chimi Om might be illiterate or doesn't have a mobile or email. Please fill out your details. Gyalsung HQ would like to acknowledge your assistance." Below the message box are four required fields: "Enter your name\*", "Enter your mobile no\*", "Enter your email\*", and "Relation\*". Each field has a "This field is required" message below it. At the bottom of the dialog is a green "Okay" button, which is highlighted with a red box.

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**Step 5: Contact Details:** You need to verify either by Phone or Email. An OTP will be sent to the medium you select. You may select Phone or Email. If you select Phone, a field to enter your mobile number will appear. If you select Email, the field to enter email will appear.

How do you want to verify?

Phone  Email

Email\*

How do you want to verify?

Phone  Email

Mobile Number\* +975

Please enter OTP in 02:51 (MM:SS)

OTP code is sent to [redacted] Didn't receive? [Resend](#)

Close

**Step 6: OTP Verification:** On entering your phone number or email, you will receive an OTP on your mobile device or in your email inbox (if you are using email). If you have entered your email and haven't received an OTP, you will need to check the **SPAM** folder. You must enter the OTP within 3 minutes.

**Step 7:** Upon successfully inputting the accurate OTP, fields for inputting your password and confirming it will become visible. It is important that you adhere to the password policy when entering your password.

Instructions  Personal details  Contact details  Verification

If you are not signing up yourself, please [click here](#) to add the assistor's details.

Present Country  
Bhutan

How do you want to verify?  
 Phone  Email

Mobile Number\* [redacted]

Password\* [masked]

Confirm Password\* [redacted]

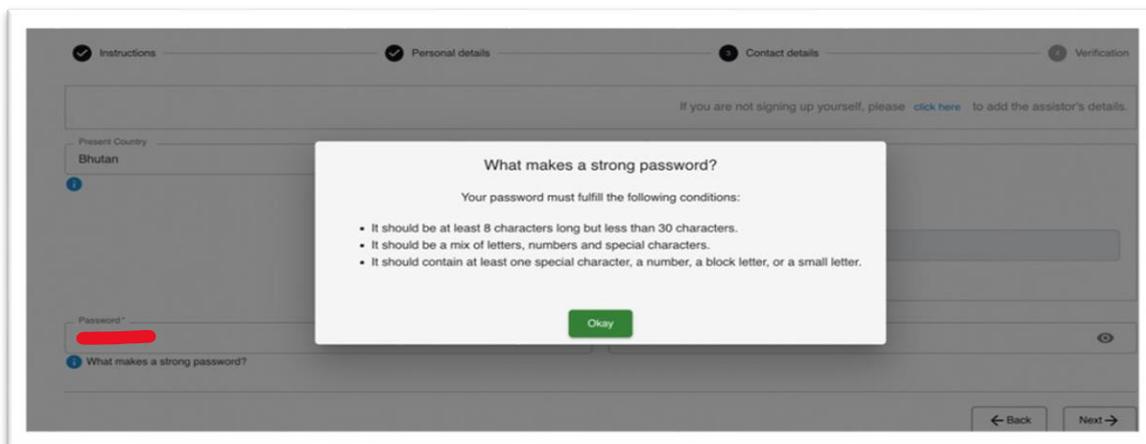
What makes a strong password?

← Back **Next →**

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**Step 8:** The Password policy can be viewed by clicking "What makes a strong password?"



**Step 9: Verification:** after entering a valid password, click the "Next" button to verify your details. Check declaration checkbox and click the "Submit" button.

A screenshot of the "Verification" step in a registration process. The progress bar at the top shows "Instructions", "Personal details", and "Contact details" as completed, and "Verification" as the current step. The form contains a list of fields: Name, CID, DOB, Mobile number, Gender, Father's name, Father's CID, Mother's name, Mother's CID, Village, Geog, Dzongkhag, and Present Country. A large red rectangle obscures the input values for these fields. Below the list is a declaration checkbox, which is highlighted with a red box, and the text "I declare that the information provided above is accurate and true to the best of my knowledge." At the bottom right, there are "Back" and "Submit" buttons.

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**Step 10: Sign up Success:** Upon clicking the "Submit" button, a sign-up confirmation message will be presented, indicating a successful sign-up process.



### Registration Success

Mr. [REDACTED]

You have successfully registered for National Service Training. Gyalsung Head Office will inform you about the training academy.

If you have any queries, please contact Gyalsung head office.